



1241 New Jersey Avenue, NW
Washington, DC 20001
Phone : 202-639-0304
www.potomac-services.com

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to- date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

Schedule Title: Facilities Maintenance and Management

Schedule: 03FAC

FSC Group FSC Part 03FAC

Contract Number: GS-21F-0064W

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: January 12, 2010 to January 11, 2015

Contractor's Name: Potomac Landscaping Enterprise Inc.
Address: 1241 New Jersey Ave NW, Washington, DC 20001-1207
Phone Number: 202-639-0305
Fax: 571-527-2770
Web Site: www.potomac-services.com

Contract Administration Source – Thomas Behrane

Business size – Small, SBA Certified Small Disadvantaged, SBA 8(a) Certified Firm

CUSTOMER INFORMATION:

1a. Table of awarded special item number(s).

<u>SIN</u>	<u>Item Description</u>
371 001	Grounds Maintenance
371 002	Tree Planting/Trimming/Removal

811 002	Complete Facilities Maintenance
811 003	Complete Facilities Management
811 004	Electrical, and all Utility Services limited to Facility Maintenance
811 005	Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance

1b. Identification of the lowest priced model number – Not applicable

1c. Description of all corresponding commercial job titles –

2. Maximum order - \$1,000,000.

3. Minimum order - \$100.

4. Geographic coverage (delivery area). – Domestic only (48 contiguous states)

5. Point(s) of production – Washington, DC

6. Discount from list, prices or statement of net price. xxx

7. Quantity discounts. - Not Applicable

8. Prompt payment terms. none

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. – Yes.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. – Yes.

10. Foreign items – Not Applicable.

11a. Time of delivery - To be negotiated at the task order level.

11b. Expedited Delivery. - To be negotiated at the task order level.

11c. Overnight and 2-day delivery. To be negotiated at the task order level.

11d. Urgent Requirements. To be negotiated at the task order level.

12. F.O.B. point(s). Origin

13a. Ordering address(es). - 1241 New Jersey Ave NW, Washington, DC 20001-1207

13b. Ordering procedures: The ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address - 1241 New Jersey Ave NW, Washington, DC 20001-1207

15. Warranty provision - Not Applicable

16. Export packing charges, if applicable - Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level) – Accept the card above the threshold.

18. Terms and conditions of rental, maintenance, and repair (if applicable) - Not Applicable

19. Terms and conditions of installation (if applicable). - Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). - Not Applicable

20a. Terms and conditions for any other services (if applicable) - Not Applicable

21. List of service and distribution points (if applicable). - Not Applicable

22. List of participating dealers (if applicable). - Not Applicable

23. Preventive maintenance (if applicable). - Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) - Not Applicable

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) and can be found at www.potomac-services.com. The EIT standards can be found at www.Section508.gov/.

25. Data Universal Number System (DUNS) number – 60-503-9960.

26. Notification regarding registration in Central Contractor Registration (CCR) database – Registration valid until 09/03/2010

Title	GSA Rates w/ IFF
Accounting Clerk I	\$27.08
Accounting Clerk II	\$29.31
Accounting Clerk III	\$35.74
Appliance Mechanic	\$35.36
asst project manager	\$64.91
boiler tender	\$53.26
Brush Thinner	\$26.79
Carpenter, Maintenance	\$45.94
Carpet Layer	\$42.07
Chief engineer	\$74.52
Civil Engineer	\$87.26
Civil Engineering Technician	\$48.98
CMMS technicain	\$55.25
Computer Programmer	\$48.77
Computer Systems Analyst	\$48.15
custodial supervisor	\$55.25
Customer Service Rep/Gen Clerk	\$34.01
Drafter I/CAD Operator I	\$37.11
Drafter II/CAD Operator II	\$44.90
Drafter III/CAD Operator III	\$54.63
Drafter IV/CAD Operator IV	\$57.33
Electrical Engineer	\$84.24
Electrician Maintenance	\$56.07
Electronics Technician Maintenance I	\$43.50
Electronics Technician Maintenance II	\$60.02
Elevator Mechanic	\$67.94
Environmental Compliance Manager	\$89.15
Environmental Technician	\$41.72
Estimator	\$87.08
Facilities Maintenance Manager	\$107.05
Fire Alarm Systems Mechanic	\$45.81
Fire Extinguisher Repairer	\$39.75
Foreman	\$62.18
Forklift Operator	\$38.88
Gardener	\$27.97
General Clerk I	\$31.46
General Clerk II	\$32.84
General Clerk II	\$36.37
General Forestry Laborer	\$23.14
General Maintenance Worker	\$50.09
Health, Safety & Environmental Inspector	\$103.76
Heavy Equipment Mechanic	\$48.63
Heavy Equipment Operator	\$51.96
houseman	\$23.33
HR Specialist	\$66.10
HVAC Mechanic	\$45.81
Industrial Engineer	\$87.05
Janitor	\$23.33
Lab Technician	\$41.27

Labor, Grounds Maintenance	\$30.86
Landscaper	\$35.05
lead engineer	\$70.91
Locksmith	\$45.97
Machinery Maintenance Mechanic	\$50.10
Machinist, Maintenance	\$46.94
Maintenance Trades Helper	\$36.49
Material Coordinator	\$45.67
Material Expediter	\$44.67
Material Handling Loader	\$32.26
Mechanical Engineer	\$78.85
O&M Manager	\$84.76
Office Manager	\$67.48
Painter; Maintenance	\$43.94
Pest Controller	\$36.17
Pipe Fitter, Maintenance	\$57.80
Plumber, Maintenance	\$55.38
Procurement Specialist	\$49.04
Production Control Clerk	\$32.84
Program Manager	\$94.55
Project Manager	\$87.76
Pruner	\$27.35
QA/QC Inspector	\$48.75
QC Assist. Manager	\$56.81
Refuse Collector	\$34.01
Resource Manager	\$78.44
Scheduler/ Order Clerk	\$35.00
Secretary I	\$37.47
Secretary II	\$36.66
Secretary III	\$42.89
Service Order Dispatcher	\$32.62
Sewage Plant Operator	\$45.41
Sheet-Metal Worker Maintenance	\$51.96
Stationary Engineer	\$53.26
Stock Clerk	\$35.89
Supply Manager	\$80.92
Supply Technician	\$47.18
Tractor Operator	\$32.18
Tree Climber	\$26.79
Tree Planter	\$26.79
Tree Planter Mechanical	\$26.31
Truck Driver, Light Truck	\$34.04
Truck Driver, Medium Truck	\$38.64
Warehouse Specialist	\$37.02
Water Treatment Plant Operator	\$44.85
Welder; Combination Maintenance	\$43.12
Woodcraft Worker	\$48.53
Woodworker	\$41.50
Work Control Manager	\$74.89

LABOR CATEGORIES

Sin 371 001

Gardener

Plans and executes landscaping operations and maintains grounds of properties. Works with assistants preparing and grading terrain, applying fertilizers, seeding and sodding lawns, and transplanting shrubs and plants.

General Forestry Laborer

The General Forestry Laborer performs a variety of tasks to grow nursery stock, reforest and protect timber tracts.

Grounds Maintenance Laborer

Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment.

Landscaper

Must be knowledgeable, energetic, self-motivated and organized. Must have a thorough knowledge of native plant materials. Also must have experience with hardscape construction—the part of a facility's grounds which consist of structures like patios, retaining walls, and walkways.

Sin 371 002

Pruner

The Pruner identifies and inspects trees for damage and/or diseases. Uses loppers to remove limbs from designated trees, applies spacing guidelines for selection of best trees, and cuts or severs all live or dead limbs of selected trees to a specified height.

Brush Thinner

The Brush Thinner uses a chainsaw, brush blade, or other hand-held equipment, including chemical applicators, such as hypo hatchet and spot gun, where authorized by law, to remove excess trees and other vegetation.

Tree Climber

The Tree Climber performs tree climbing and topping, cone and scion collection and other duties where tree climbing is necessary.

Tree Planter

The Tree Planter plants bare-root or containerized trees using a shovel, hoe dad, dibble bar, hoe, or powered auger, transports trees in a tree bag, selects optimum planting location to meet spacing, soil, and shade requirements.

Tree Planter, Mechanical

The Tree Planter, Mechanical rides a mechanical planter pulled by a rubber-tired or crawler tractor while inserting seedlings in a trench dug by the planter, or placing the seedlings on a conveyor for planting by the machine.

Sin 811 002

Appliance Mechanic

The Appliance Mechanic installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications.

Carpenter, Maintenance

Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood.

Carpet Layer

Prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor.

Electrician, Journeyman

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy.

Electrician, Maintenance

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy.

Elevator Repairer Helper

The Elevator Repairer Helper assists Elevator Mechanics

Electronics Technician, Maintenance I

Applies technical knowledge to perform simple or routine tasks following detailed instructions.

Electronics Technician Maintenance II

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. E

Elevator Mechanic/Elevator Repairer

The Elevator Repairer repairs and maintains "Automated People Movers" and like named devices used in the transportation of people and materials including, but not limited to elevators, escalators, dumbwaiters, and moving walkways to meet safety regulations and building codes.

General Clerk I

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file.

General Clerk II

This position requires familiarity with the terminology of the office unit.

General Clerk III

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence.

General Maintenance Worker

The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work.

Locksmith

Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults.

Painter, Maintenance

Paints and redecorates walls, woodwork and fixtures.

Pest Controller

Sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas

Pipe fitter, Maintenance

Installs or repairs water, steam, gas or other types of pipe and pipe fittings.

Plumber, Maintenance

The Plumber, Maintenance, assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations.

Secretary I

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual.

Secretary II

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual.

Secretary III

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual.

Service Order Dispatcher

This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities.

Stock Clerk

Maintains stock levels, places reorders with vendors.

Supply Manager

Responsible for Managing key Supply functions such as materials planning, scheduling and ordering activities associated with the delivery of specific customer products, direct and indirect material purchasing, inventory control and warehousing, shipping and receiving.

Supply Technician

Manage deployment preparations including scheduling/coordinating the use of private and Government carriers/resources.

Environmental Compliance Manager

Environmental Protection Specialist Series includes positions the duties of which involve (1) providing advice and assistance to state and local government agencies on matters relating to the development, execution, and maintenance of adequate environmental protection plans and programs, and the development and review of related grant proposals.

Environmental Technician

Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies.

Estimator

Prepare accurate job estimates based on customer requirements. Maintain proper balance between company profitability and total customer satisfaction.

Sheet-Metal Worker, Maintenance

Fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures of an establishment.

CMMS Tech.

Work Control Specialist will consistently demonstrate the ability to deal with clients at a business-to-business level, identifying and providing solutions that fulfill the business needs of internal clients.

Customer Service Rep/Gen Clerk

Retrieves messages from voice mail and forwards to appropriate personnel. Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel

Forklift Operator

Operates a manually controlled gasoline, electric or liquid propane gas powered.

Houseman

Cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility.

Janitor

Cleans and keeps in an orderly condition factory working areas and washrooms.

Lab Technician

Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials.

Lead Engineer

Assist in and conduct the daily operations and maintenance of plumbing, electrical, HVAC and general maintenance requirements of data center.

Material Expediter

Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities.

Sin 811 003

Accounting Clerk I

This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures.

Accounting Clerk II

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes.

Accounting Clerk III

The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts.

Assistant Project Manager

The Assistant Project Manager is responsible for the management of the physical maintenance and day-to-day operations of facilities.

Civil Engineer

Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.

Civil Engineering Technician

Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology.

Computer Programmer

The Computer Programmer performs programming services for establishments or for outside organizations that may contract for services, converts specifications (precise descriptions) about business or scientific problems into a sequence of detailed instructions to solve problems by electronic data processing (EDP) equipment.

Computer Systems Analyst

The Computer Systems Analyst analyzes business or scientific problems for resolution through electronic data processing, gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems.

Custodial Supervisor

Oversees and supervises the custodial care of facility. Plans, schedules and inspects the work of all custodial staff and ensures the quality and cost effectiveness of all work performed, including preparations for special events.

Drafter I/CAD Operator I

This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments.

Drafter II/CAD Operator II

This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details.

Drafter III/CAD Operator III

This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. techniques, and standard parts to use in manufacturing the equipment.

Drafter IV/CAD Operator IV

This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise.

Electrical Engineer

Plans and conducts independent work requiring judgment in the evaluation selection, application and adaptation of engineering techniques, procedures and criteria.

Environmental Compliance Manager

Environmental Protection Specialist Series includes positions the duties of which involve (1) providing advice and assistance to state and local government agencies on matters relating to the development, execution, and maintenance of adequate environmental protection plans and programs, and the development and review of related grant proposals

Heavy Equipment Mechanic

Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools.

Health, Safety & Environmental Inspector

Environmental health specialists monitor health and safety conditions in residential, industrial, commercial, and recreational settings

Heavy Equipment Operator

Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments.

Human Resources Specialist

Perform a variety of specialized, complex activities in the coordination of Human Resources (HR). Strong emphasis on proactive problem resolution and departmental communications.

Material Coordinator

The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities.

Material Expediter

The Material Expediter locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders.

Material Handling Laborer

Assist with deployment preparations including scheduling/coordinating the use of private and Government carriers/resources.

Mechanical Engineer

Read and interpret blueprints, technical drawings, schematics, and computer-generated reports.

Office Manager

Supports company operations by maintaining office systems and supervising staff.

Supply Manager

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities.

Supply Technician

Manage deployment preparations including scheduling/coordinating the use of private and Government carriers/resources.

Tractor Operator

The Tractor Operator drives gasoline or diesel powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment.

Truck Driver, Light Truck

Straight truck, less than 1 1/2 tons, usually 4 wheels.

Truck Driver, Medium Truck

Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

Warehouse Specialist

the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan.

Water Treatment Plant Operator

This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use.

Welder, Combination Maintenance

Facilitating plant maintenance activities by repairing, maintaining and installing plant-piping equipment by performing varied welding tasks.

Facilities Maintenance Manager

Manages the activities affecting the installation, operation, and maintenance of buildings, equipment, and utilities. Monitors building structural and esthetics integrity and the maintenance of electrical, water, and mechanical systems and is responsible for maintenance activities for facility, grounds, and landscaping.

Fire Alarm System Mechanic

Inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards.

Fire Extinguisher Repairer

Repairs and tests fire extinguishers in repair shops and in establishments, such as factories, homes, garages, and office buildings.

Machinery Maintenance Mechanic

Repairs machinery or mechanical equipment.

Machinist, Maintenance

The Machinist, Maintenance produces replacement parts and new parts in making repairs of metal parts of mechanical equipment.

Maintenance Trades Helper

Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman.

Tractor Operator

drives gasoline or diesel powered tractor .

Woodcraft Worker

makes and repairs high-grade wooden items such as fine cabinets and furniture, studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed.

Woodworker

constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws.

Procurement Specialist

Responsible for Procurement program implementation, maintenance and administration. Interfaces with operating company contacts to facilitate issue resolution

Production Control Clerk

This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production.,

Program Manager

Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units.

Project Manager

Responsible for the performance of projects or a definable portion of a larger program in accordance with company policies, procedures and guidelines.

QA/QC Inspector

This inspector implements quality control and safety plans to ensure compliance with contract specifications.

Scheduler/Service Order Clerk

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop.

Sin 811 004

Chief Engineer

Responsible for the repair, maintenance and operation of all equipment, furnishings, systems and building components of the hotel facility.

Stationary Engineer

Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity

Sewage Plant Operator

Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity.

SIN 811 005

Boiler Tender

Tends one or more boilers to produce steam or high-temperature water for use in an establishment.

HVAC Mechanic

Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout.